

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL CERTIFICATION FORM

This form is for private sponsors requesting certification from the House Committee on Standards of Official Conduct that travel or travel expenses being offered to a House Member, Officer, or employee in connection with their official duties complies with House Rule XXV, clause 5(b). With regard to the amounts of transportation, lodging, meal, or other expenses, private sponsors should provide exact dollar amounts; if exact amounts are unavailable, a good faith estimate may be provided. The information required by this form should be provided to the Committee *as early as possible* in advance of any officially connected travel. Private sponsors may attach supporting documents or additional information, as necessary. The failure to provide complete information in a timely manner may affect the Committee's ability to issue a certification before the trip is scheduled to take place.

All sources of travel expenses (*type or print*): _____

Name and title of each House invitee and non-House participant (*attach additional pages if necessary*):

Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☐ No

Detailed description of the purpose of the travel: _____

Dates of travel: _____

Cities of departure – destination – return: _____

Attached is a detailed agenda of the activities taking place during the travel (*i.e.*, an hourly description of daily activities) (*signify by checking box*): ☐

I represent that no source of travel expenses (in whole or in part) is a federally registered lobbyist, lobbying firm, or registered foreign agent (*signify by checking box*): ☐

I represent that none of the funds for the travel were provided, directly or indirectly, by any third party that specifically earmarked the funds for purposes of financing the travel: ☐ Yes ☐ No

If "No" is indicated, *i.e.*, third party funds were earmarked for the travel, each such party must be separately identified: _____

<input type="checkbox"/> actual amounts	Total <i>Transportation</i>	Total <i>Lodging</i> Expenses	Total <i>Meal</i> Expenses per
<input type="checkbox"/> good faith estimates	Expenses per Participant	per Participant	Participant
For Member, Officer, or employee			
For each accompanying family member			

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of Expenses (<i>e.g.</i> , taxi, parking, registration fee, <i>etc.</i>)
For Member, Officer, or employee		
For accompanying each family member		

Contact information for individual requesting certification:

Name and title: _____

Signature: _____

Telephone number: _____

The individual submitting this form may be contacted by the Committee if additional information is required. This form should be submitted to the Committee at the following address or via facsimile:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)